



Addendum #1

Bid No. 07-0204

Pre-Design and Architectural/Engineering Design Services for the South Lake County Detention Center

November 28, 2006

This addendum is being issued to make the following additions. The information in this addendum modifies and changes the Bid Document and takes precedence over the original documents. Receipt of this addendum shall be acknowledged by the bidder by initialing and dating the appropriate line. Failure to acknowledge this addendum may preclude consideration of the bid proposal for award.

Attachment A – Architectural Programming Scope of Services

ATTACHMENT A
RSQ NO. 07-0204 South Lake County Detention Center
Architectural Programming Scope of Services

INTRODUCTION

The following scope of services provides the sequence of tasks that should be used in developing an “Architectural Program” for a new jail facility. The development of the program is divided into three overall tasks of work:

- 1 – Operational and Management Guidelines;
- 2 – Architectural Space Guidelines and programming; and
- 3 – Preliminary Staffing Plan, Cost Estimates, Conceptual Design strategies, and Final Program Documentation.

Task 1 work defines the various management and operational systems and conditions desired in the new jail and Task 2 defines the spatial sizes, relationships, functionality, and conditions that will be needed to accommodate

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the desired management and operation. Task 3 concludes the programming with a detailed preliminary staffing plan, operating and capital project cost estimates, final documentation, review meetings and conceptual design presentations.

The program is intended to provide a level of pre-design guidance to the County that will help facilitate the preparation of a new jail design, which accurately reflects the County's goals, objectives and general conditions for a new building. For the design phase work on the new jail the program guidelines will also be highly focused on achieving effective and staff-efficient security, inmate management, and operational characteristics due to the substantial security concerns and cost of operating a secure correctional facility. When finalized and adopted by the County the Architectural Program should serve as a guide and benchmark throughout the design phase against which the design team's progress can be evaluated.

TASK 1 – OPERATIONAL AND MANAGEMENT GUIDELINES

The consultant will hold working meetings with involved County officials and staff to review and assess the application of the March 2006 Lake County Detention Center study by Carter Goble, various management and operational concepts, security conditions and functional requirements for a new jail. Through these meetings, a consensus will be developed with staff as to the preferred methods of inmate management and operating conditions to be implemented in a new jail. The organization of the numerous functions and services needed in a 24-hour correctional facility and the means of service delivery will need to be agreed upon. The most appropriate organization and location for managing and providing certain support services and inmate programs will need to be discussed and approved. The application of different inmate supervision methods and the most appropriate conditions of confinement for specific custody groups and related security conditions will be defined. The means of staffing, staff functions, organization, and command structure will be planned in relation to both the duties and functions to be provided and the optimum types of spaces needed for all functions and activities.

Task 1.1 – Establish Classification Groups and Housing Plan – Through discussions of the preferred management approach and application of the total number of beds to be planned for as decided on in the previously completed Lake County Detention Center study by Carter Goble, the number of bed spaces by each different custody group will be determined. Sample inmate profile data will be used to estimate the number of inmates likely to fall into various custody groups and thereby the most appropriate size ranges to plan for each group. Design guideline narratives will be written that describe the appropriate design and conditions that need to be achieved for each custody group (i.e. male, female, youthful offenders, mentally disordered, pre-trial/pre-disposition versus sentenced offenders, minimum, medium and maximum custody supervision, etc.). The result

will be a specification of the number of *operational capacity beds* and a description of the types of sleeping areas needed for each custody group. The total number of single-bunked cells, double-bunked cells, and multi-occupancy dormitories and the level of security construction needed for minimum, medium, or maximum security conditions will be defined. The number of temporary management beds (not counted as operational capacity) such as for administrative or disciplinary segregation and medical observation or infirmary will also be determined.

Task 1.2 – Inmate Supervision Guidelines – The consultant will propose the most appropriate type and level of inmate management for each custody group and thereby the staffing needed for different groups, both in the housing areas and elsewhere in the facility. Determination of the maximum number of inmates to be grouped within a single housing pod and in the dayrooms for each different custody level will be defined while attempting to achieve as much uniformity as possible for the majority of inmates - the medium custody general population. Maximizing uniformity in housing unit sizes will also result in greater construction economy as well as consistency in operational routines for staff and the majority of compliant inmates. Direct and/or continuous supervision housing management will be recommended for the vast majority of the general population who will likely be in minimum or medium security housing. It is also likely that limited use of indirect or intermittent supervision will be needed for the small portion of inmates requiring maximum custody who may be confined to their cells for much of the daytime in addition to sleeping hours. Continuous supervision will be required for a special needs housing unit, which could serve mentally disordered, self destructive, and protective custody inmates.

Task 1.3 – Support Services and Inmate Programs – The consultant will define with County staff the various support services and inmate treatment-related programs and activities that the County will need to provide in the jail (e.g. counseling, substance abuse education and/or treatment, recreation, religion, education, work assignments, jail industries, health and dental care, food service, laundry, etc.). The organization and delivery of the various services, programs and activities will be planned for internal staff operation, interagency contracting, and/or private sector contracting as preferred by the County. The best location and the extent to which services and programs will be managed centrally or decentralized to staff teams or individual housing units will also be determined. Written summary descriptions of all proposed services and programs will be prepared to indicate their most appropriate locations, management and service delivery arrangements and the general spatial conditions needed.

TASK 2 – ARCHITECTURAL SPACE GUIDELINES

Upon completion of the Task 1 Management and Operating Guidelines a set of spatial program guidelines for the new facility components will be prepared. The latest edition for space guidelines and standards developed

by the American Correctional Association for Adult Local Detention Facilities, applicable state jail standards and the consultant's experience will be utilized to define space requirements for each functional area within the various facility components (i.e., facility administration, security operations, housing, inmate programs, food and medical service, etc.). Space tables will be prepared that specify the net usable square footage needed for each space to be provided in the new jail. Both departmental and building gross factors will be applied to the net square footage to determine the total square footage requirements for each component and the entire facility. In addition to guiding the design architect the space tables will also enable the consultant to determine the approximate size building footprint that will be required at built-out, thus allowing consideration of the minimum site size needed for the new facility.

Task 2.1 – Component Descriptions – Each functional component of the new facility will be defined in narrative according to its role and relationship within the entire facility. The general management conditions, location and linkage relationships to other components, general security conditions, staffing needed and any special conditions needed will be described in the narratives for each component.

Task 2.2 – Space Allocation Tables – A spreadsheet application will be used to estimate the total amount of square footage likely to be needed by the County's selected architect in designing the new facility. The space table will be organized by the same functional components developed in Task 1 and as described in Task 2.1 above. For each functional area of the facility the individual spaces needed to accommodate the functional operation called for will be assigned a net useable square footage. Once the total net useable space is calculated for a group, office or department of spaces that function together a departmental gross factor will be applied to estimate the additional space needed for interior wall thickness, circulation space and the assembly of each group of use spaces into a logical cluster or departmental grouping. Finally, a building gross square footage factor will be added to the total departmental square footage to account for horizontal and vertical interior linkages between clusters or departmental areas, outer wall thickness, mechanical and electrical closets and chases.

Task 2.3 – Space Relationship Diagrams – With the development of total space size requirements, functional relationship diagrams will be prepared that illustrate the desired general plan layout and linkages or desired adjacencies of the major spaces within the new facility. Collectively, these diagrams will provide a general organizational structure for the entire facility's general layout and thus help establish an estimate of the general size of the "building footprint." In addition to guiding the architect in the desired functional and operational space relationship requirements of the County, this diagram will also be useful to determine the general fit of the probable building footprint size on the selected site (or alternative sites to be considered) before the design phase work begins.

Task 2.4 – Security Concept – Guidelines for secure construction conditions needed in various parts of the facility will be outlined to help guide the County in making critical design decisions. Included in the security concept narrative guidelines will be recommendations for:

- perimeter security and status monitoring;
- secure wall construction levels by facility component and location;
- internal communications systems;
- applications for technology, such as CCTV, motion detection, alarm reporting, card or biometric access, metal detection, drug detection;
- control room functions and location;
- secure doors, vestibules and sally ports;
- applications for locking controls;
- secure glazing
- security lighting
- information consoles/control stations

Both a security systems applications matrix and a secure construction conditions application matrix will be used to summarize the recommended applications for these elements by each functional area of the facility (e.g. administration, public entry, kitchen, dayroom, recreation courtyards, cells, etc.).

TASK 3 – PRELIMINARY STAFFING PLAN, COST ESTIMATES and FINAL PROGRAM DOCUMENT

Task 3 completes the architectural program by developing a preliminary staffing plan, an annual operating cost estimate, a preliminary project capital cost estimate, and conceptual design strategies. If at this time the County is still considering alternative sites for the new or expanded jail an additional work task could be added to the scope at this point to develop comparisons of the pros and cons of each optional site. Otherwise the final task in Phase 3 would be used to prepare a final draft of the program as a single bound document and for the consultant team to make any public presentations that the County may desire after review and refinement of the final draft document.

Task 3.1 – Preliminary Staffing Plan – Working closely with County staff a preliminary plan will be developed for staffing all components of the new jail. A 24-hour 7-day coverage plan will be developed to define all administrative, custody and non-custody staff needed to operate the facility. A staffing table showing the appropriate number of shifts plus required relief staff to cover all break time plus all normal off-time

(vacations, holidays, sick leave, training, etc.) will be prepared. The table will be organized by the various functional components of the facility, by shift, relief staff and total staff. This plan will also allow a preliminary annual personnel operating cost estimate to be prepared by applying County salary and fringe benefit rates.

Task 3.2 – Preliminary Project Capital and Annual Operating Cost Estimates – The consultant will develop a preliminary project cost estimate for the new jail in present value dollars. This estimate will be based on present value construction cost per square foot estimators for the major components of the facility (i.e. administration, security operations, housing, support services and programs, etc.). Most recent published comparable construction costs and recent actual project bid experience will be used along with the applicable construction cost index applicable to develop the estimate.

In addition to building construction, the added costs for other project items will also be estimated such as site acquisition; site preparation; fees for design, construction management, project management, legal, and testing; environmental impact studies and mitigation if applicable; furnishings, fixtures and equipment (FF&E); design and construction contingencies. *Since many unknowns cannot be answered until schematic design and site subsurface borings and analyses are completed, it must be cautioned that these estimates are preliminary only and should be publicized and used as such.* The County Financing Officer or Department could also use these present value estimates to consider whatever financing approach and costs it would be likely to use in addition to an assumed inflation rate to a targeted construction mid-point.

The facility's present value annual operating cost preliminary estimate will be developed by using the preliminary staffing plan from Task 3.1 to derive the new jail's total annual labor expense. The County's salary scale and fringe benefits ratio will be used to calculate estimated salary and fringe benefits for all staff by position. Typically the labor cost should account for about 70% to 80% of the facility's first year operating cost. Some variation will depend on if and to what extent the County was to plan on contracting for certain support services (i.e. food service, medical, maintenance). Non-labor expense items will be estimated based on local and County cost experience for such items as utilities, inmate healthcare, food supplies, institutional supplies, inmate clothing, staff uniforms, maintenance/repairs, etc.

Task 3.3 – Conceptual Design Strategies

Utilize the major component grouping to illustrate the site and massing configurations that may be achievable with regard to any existing or potential site constraints and budget considerations. The design strategies will consider site and building ingress and egress, possible location of infrastructures, such as retention areas, setbacks, buffer zones, vehicular circulation, parking, service areas, central energy plant, etc, and expansion capabilities.

Task 3.4 – Prepare Final Program Document, Review Meetings and Presentations – The entire architectural program will be consolidated into a single bound document suitable for review and public presentation. The consultant will transmit and present a draft final report document to the County (including any committees or other public bodies) for review and consideration. Upon completion of the review meetings the consultant will make any agreed upon changes that may be needed and submit an unbound final reproducible master copy plus 10 bound copies of the final program document. Any formal final presentations that the County may request after the completion of the final program document will also be made.

End of Scope

Firm or Individual's Name: _____

Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____